

CHECKLIST

COMMUNITY PARTNERS



The following organizations and community groups should be involved in disaster mitigation efforts. This Project Impact potential partners checklist is meant to be a guide; you can design your contact list to meet the specific needs of your community.



Industry & Business	
Employers (<i>top 10 or 20 minimum</i>)	
Business Associations (<i>regional and neighborhood</i>)	
Chamber of Commerce	
Real Estate Developers	
Construction Industry	
Infrastructure	
Transportation Systems (<i>public and private</i>)	
Public Housing	
Utilities	
• gas	
• water and sewage	
• electric	
• telephone	
• cable	
Volunteer & Community-Based Organizations	
Places of Worship/Religious Groups	
Red Cross	
Kiwanis	
Lions Club	
Jaycees	
Knights of Columbus	
Rotary	
American Association of Retired Persons	
Public Interest Groups	
Parents-Teachers Association (PTA)	
Environmental Groups	
Neighborhood Associations	


Health Care	
Hospitals	
Medical Clinics	
Managed Care Facilities	
Emergency Medical Services (EMS)	
Government	
Federal	
• FEMA & other federal agencies	
State	
• representatives of governor	
• state agencies	
County & Local	
Elected Officials	
Town Managers	
Task Forces	
State Agencies	
• police department/law enforcement	
• fire department	
• public works	
• planning committee	
• zoning	
Workforce	
Unions (AFL-CIO)	
Professional Groups	
Education	
School Board	
Public & Private	
Universities & Community Colleges	
Vocational & Continuing Education	
Day Care & Child Care Centers	
Nursery Schools & Pre-Kindergarten	
Others	

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**Conducting a Successful Meeting**

Meetings are an important part of the activities of the *Disaster Resistant Community Planning Committee*, and in the beginning successful meetings can influence the momentum and enthusiasm of participants. Here are a few pointers for conducting successful committee meetings, many of which have been excerpted from the book *Fat Free Meetings* by Burt Albert, Peterson's 1996. 

Mark Your Calendar: Establish a calendar of meeting dates, times, and locations and post or deliver it to all committee members.	
Set the Vision: At the first meeting of the committee, make sure everyone is in agreement about the following items regarding the committee:	
<input type="checkbox"/> Purpose <input type="checkbox"/> Scope <input type="checkbox"/> Limitations <input type="checkbox"/> Deliverables <input type="checkbox"/> Milestones <input type="checkbox"/> Deadlines	
Set the Tone Among Participants: At the first meeting, invite participants to answer the questions below—they can either read them out loud or have the written answers reproduced for distribution at the meeting. These questions are designed to give insight to each participant's concerns, desires, and values.	
• What do I see as my role and responsibilities to this committee?	
• To be successful here, what do I need from the rest of the committee?	
• To be successful here, what do I need to give to the committee?	
• How do I see our committee contributing to the betterment of our community?	
• What specific things will occur in this meeting and through this committee to ensure such an outcome?	
• How do I plan to contribute to the success of this meeting and this committee?	
Check Level of Understanding: Some information that will be discussed at <i>Disaster Resistant Community Planning Committee</i> meetings will be somewhat technical, yet it is critical to the risk assessment and mitigation components of the Project Impact campaign. Ask questions of the participants to make sure they understand everything that is discussed and why it is important before misunderstandings become a barrier to progress.	
Set Goals: To ensure focus, the meeting facilitator should set goals for the meeting and consider sharing these goals with the group. For example, ask yourself:	
• If this meeting were a press event, what headline would I want to come out of this meeting?	
• What will participants take away from the meeting? What will be its value?	
• How will I measure the success of this meeting—what specific things need to be seen or heard?	
Set the Agenda: Urge participants to submit agenda requests on a standardized form that outlines what the individual would like the committee to do, why he or she would like the committee to do it, and what benefit it will bring to the committee and project as a whole. This prevents unnecessary agenda items that can be handled on an individual or subgroup basis, as well as reveals topics that need to be further developed before they are submitted to the entire committee.	
Have an Action-Oriented Agenda: When developing the agenda for the committee meetings, use action-oriented words that don't merely state what you are going to talk about, but connote activity and even outcomes. This helps keep your meeting focused and cuts down on time. For example, compare the following:	
Agenda Items Agenda Action Items	
<input type="checkbox"/> Committee Members	<input type="checkbox"/> Recruiting New Committee Members
<input type="checkbox"/> Risk Assessment	<input type="checkbox"/> First Steps for Risk Assessment
<input type="checkbox"/> Publicity	<input type="checkbox"/> Appointing a Publicity Subcommittee

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W O R K S H E E T

C O M M U N I T Y P A R T N E R S

► Industry & Business

► Transportation Systems

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W O R K S H E E T

COMMUNITY PARTNERS

Public Utilities

[illegible]

▶ Volunteer & Civic Organizations

[illegible]

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W O R K S H E E T
COMMUNITY PARTNERS

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Government Facilities & Operations

[illegible]

Municipal Departments

[illegible]

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W O R K S H E E T

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▶ Health Care Facilities

[illegible]

Schools

[illegible]

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